

Bob Holden
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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: November 7, 2003
RE: New Fixed Assets Mailbox

A new mailbox has been set up within SAM II (OASAMIIFixedAssets (OK104)) for all fixed asset transactions or requests with the **exception** of the following:

- fixed asset location additions, changes, or deletions (FLOC) should be sent to OASAMII COA (OK103).
- journal vouchers (JV) should continue to be sent via e-mail to OASAMII Central Acct.